

CHIEF, FACILITIES OPERATIONS

DEFINITION:

Under administrative direction, to plan, organize and direct the Facilities Operations program; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

The Chief, Facilities Operations is an appointed position in the Unclassified Service with responsibility for managing the operation, maintenance, and repair activities of the county's more than 600 owned and occupied facilities. This also includes directing a multi-disciplinary team, consisting of approximately 250 positions including crafts, trades, technical, professional and administrative staff. This position reports directly to the Deputy Director, Architecture, Engineering and Facilities Services.

EXAMPLES OF DUTIES:

Directs, organizes and manages a multi-disciplinary staff involved in Facility Management (building maintenance, repair, and improvements, custodial services, and security operations) and Facility Infrastructure Management (operation, maintenance, and repair of mechanical, electrical, pneumatic, hydraulic and related facility power operating systems); directs the activities of Facilities Managers and their assigned maintenance staff responsible for the operations and maintenance of buildings and grounds within specific regions; supervises the central craft unit first-level supervisors and manages the scheduled deployment of various trade craft forces performing emergency, routine and major maintenance work in county facilities; manages and supervises the development and implementation of a comprehensive preventive maintenance system, which includes: the evaluation of facility conditions through a continuing site assessment program in order to identify and prioritize maintenance and repair requirements of county facilities; develops reporting procedures; evaluates work standards; schedules maintenance and repair work; evaluates work performed; evaluates equipment performance, maintenance of blue prints, equipment records and operating data; analyzes the effectiveness and efficiency of alternative preventive maintenance strategies; formulates and administers policy consistent with sound management techniques and general policies of the department which have major impact on facilities operations; establishes and implements production and performance objectives, budgetary performance indicators and develops training requirements based on evaluation of workload conditions and resources.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Principles and practices of management and administration as it applies to complex facilities operations and maintenance programs involving a multi-disciplinary staff.
- Theory and practice of the operation, maintenance and repair of mechanical, electrical, pneumatic, hydraulic and related facility power operating systems, as well as the structural aspects of facilities.
- Management techniques and practices related to structural and infrastructure technology planning, scheduling, establishing of work procedures, evaluating work progress, and evaluating the performance of equipment, operating conditions, personnel, budgeting, and support services.
- The General Management System in principle and in practice.

- Operating and safety standards and procedures for maintenance services and repairs.

Skills and Abilities to:

- Direct and supervise a large, multi-disciplinary staff, involved in operating over 600 facilities, which are dispersed throughout the County of San Diego and used for a variety of purposes, including 24-hour operations.
- Identify and diagnose overall building operation dysfunctions; develop remedial and proactive strategies; evaluate the impact of alternatives; and implement programmatic solutions, as needed.
- Apply engineering/technical principles and practices to insure efficient utilization of productive systems, machines, equipment and manpower.
- Apply established practices and methods prescribed for operating and maintaining facilities, as well as developing facility maintenance programs.
- Communicate effectively, both orally and in writing, with elected officials, county managers, contractors, superiors, peers, and subordinates.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Develop and implement project and program budgets.

EDUCATION/EXPERIENCE:

Education, training and/or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is:

A bachelor's degree from an accredited college or university in engineering, architecture, business management or public administration; AND,

Five (5) years progressively responsible experience in facilities operations with at least three (3) years experience managing a large multi-disciplinary work force involved in operating a wide variety of complex multi-use facilities.

Qualifying experience may be substituted for the education requirement on a two (2) years of experience for one (1) year of education basis.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Background Investigation:

Candidates or appointees will be subject to a complete background investigation, which will include a check through Sheriff's criminal records.